



## Salary insurance procedure

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(Long term absence exceeding five (5) or seven (7) consecutive days (depending on your collective agreement))

### The employee must in the event of absence for health reasons:

1. Notify your immediate supervisor as soon as possible;
2. Immediately inform the Health and Safety office of the Human Resources department (Cindy Renaud, ext. 7462 or Carmie D'Addario, ext. 7497);
3. The supervisor or school secretary will confirm the absence followed by a detailed email ;
4. All medical certificates and other pertinent information must be sent to the Health and Safety office as soon as possible by mail or by fax: 514-483-7487 or a proper scanned copy by e-mail to [HealthandSafety@emsb.qc.ca](mailto:HealthandSafety@emsb.qc.ca). **Please note: cell phone pictures by e-mail will not be accepted, the original document must follow promptly.** Your salary insurance file will only be accepted if the medical documents indicates a recognized diagnosis and treatment;
5. The Health and Safety office will send you the confirmation of your salary insurance and will also send you the proper medical form to have completed by your doctor;
6. Collaborate with the Health and Safety office to ensure the absence follow-up and to develop an appropriate reintegration plan;
7. When your doctor recommends a return to work (progressive or regular), this return must be approved by the Health and Safety office.

Please note that Société de l'assurance automobile du Québec (SAAQ) files as well as Régie des rentes du Québec (RRQ) files will be processed following the same procedure as salary insurance.